

# **REGISTERING ANOTHER STATE'S CUSTODY ORDER WITH ARIZONA**

Before signing a court document or getting involved with a court case, it's important to see an attorney to make sure you understand your legal rights and responsibilities. The Self-Help Center has information on finding an attorney.

## **INSTRUCTIONS**

**STEP 1: GET ONE REGULAR COPY AND ONE CERTIFIED COPY OF THE CUSTODY ORDER FROM THE OTHER STATE**

**STEP 2: FILL OUT THE *REQUEST TO REGISTER ANOTHER STATE'S CUSTODY ORDER WITH ARIZONA***

**STEP 3: FILE THE FORM WITH THE COURT**

Take or mail the following to the Clerk's Office in the Coconino County Courthouse at 200 N. San Francisco St., Flagstaff, AZ 86001:

- [ ] one regular copy of the other state's custody order
- [ ] one certified copy of the other state's custody order
- [ ] the original and two copies of the Request to Register Another State's Custody Order With Arizona

Also take or mail the \$238 filing fee. The Clerk's Office accepts cash, money orders, and cashier's checks payable to "Clerk of Superior Court". If you can't afford the fee, see the Law Library packet *Getting Help With a Filing Fee*.

**STEP 4: THE COURT WILL NOTIFY THE OTHER PARTY OF YOUR REQUEST**

**STEP 5: THE OTHER PARTY CAN OBJECT TO YOUR REQUEST**

Once the Court notifies the other party, the other party has 20 days to ask the court for a hearing if they object to having the custody order registered in Arizona.

**STEP 6: THE COURT WILL MAIL YOU AN ORDER**

The order might register the other state's custody order in Arizona, or schedule a hearing, or list other instructions from the judge.

My Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Representing Myself \_\_\_\_\_

**COCONINO COUNTY SUPERIOR COURT**

\_\_\_\_\_ Case Number: *(leave blank)* \_\_\_\_\_  
Petitioner (My Name)

**REQUEST TO REGISTER ANOTHER**  
**STATE'S CUSTODY ORDER WITH**  
**ARIZONA**

\_\_\_\_\_  
Respondent (The Other Party's Name)

I ask the Court to register a custody order from another state. I'm attaching one regular copy and one certified copy of that order. As far as I know, that order is current and hasn't been changed.

Information about the other party:

Other Party's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

All the statements in this document are true, correct, and complete to the best of my knowledge.

*Sign in front of a notary, or in front of the Court Clerk when you file. The person signing must bring photo ID. Notaries are at most banks or listed in the Yellow Pages. Notaries usually charge a fee.*

My Signature: \_\_\_\_\_

State of Arizona )  
 )  
County of \_\_\_\_\_ )

Subscribed and sworn before me this date: \_\_\_\_\_ by: \_\_\_\_\_

Seal:

Notary Public: \_\_\_\_\_  
Notary Expiration Date: \_\_\_\_\_